

**Minutes of the Meeting of the  
Louisiana Board of Examiners in Dietetics and Nutrition**

**April 10, 2013**

**Attending:**

**Paula Weeks, RD, LDN, Chairperson  
Terry Compton, APRN, RN, MS, CDE, Secretary-Treasurer  
Teena Doxey, RD, LDN, Public Member, Board Member  
Lori Roy, MS, RD, LDN, Board Member  
Beth Fontenot, MS, RD, LDN, Board Member  
Howard Wetsman, MD, Medical Advisor**

**Absent:**

**Jeanine Songy Latham, MPH, RD, LDN, Vice Chairperson**

Paula Weeks called the meeting to order at 1:00 p.m. in the Oak Alley Room of the Hilton Lafayette located at 1521 West Pinhook Road, Lafayette, Louisiana. Emily Efferson, Administrator, was present for the meeting. Terry Martin, Administrative Assistant, was absent for the meeting.

Roll call was conducted by Terry Compton.

**PUBLIC COMMENTS:**

Martina Salles, MPH, RD, LDN, was present for the public portion of the meeting. Ms. Salles is the Louisiana Dietetic Association's (LDA) liaison to the Board. Martina Salles informed the members of the board that this is her last meeting as LDA's liaison to the Board. Ms. Salles also informed the board members that she is going to request that LDA send its presentation regarding licensure and responsibilities of RDs to its membership.

**AGENDA:**

**Motion** was made by Terry Compton, seconded by Teena Doxey and unanimously carried, to approve the agenda as presented.

**MINUTES:**

**Motion** was made by Howard Wetsman, seconded by Teena Doxey and unanimously carried, to approve the minutes of the January 11, 2013 meeting as presented.

**FINANCIAL:**

**a. Financial statement for the period ending December 31, 2012**

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending December 31, 2012.

**b. Financial statement for the period ending January 31, 2013**

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending January 31, 2013.

**c. Proposed budget for fiscal year July 1, 2013 – June 30, 2014**

**Motion** was made by Teena Doxey, seconded by Beth Fontenot and unanimously carried, to approve the budget proposed for fiscal year July 1, 2013 – June 30, 2014 as follows:

**Revenues**

LDN Initial Fees (Based on 75)	\$ 6,750.00
PL-LDN Initial Fees (Based on 15)	1,425.00
Upgrade Fees (Based on 15)	675.00
Renewal Fees: LDNs (1,200)	72,000.00
Provisional LDNs (10)	300.00
Restitution	2,000.00
Interest Income from Checking Account	200.00
Miscellaneous Income	500.00
<b>TOTAL BUDGETED REVENUE</b>	<b>\$90,150.00</b>

**Available Assets**

Cash in Checking Account	<b>\$125,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$215,150.00</b>

**Expenses**

**Salaries and Benefits**

Salaries and Benefits:	
1 FT, 1 PT	\$36,343.68
Health insurance	5,613.84
State retirement	11,375.57
Medicare taxes	527.00
<b>SUBTOTAL</b>	<b>\$53,860.09</b>

**Travel**

Administrative in-state – mileage	500.00
Administrative in-state – other	200.00
Board in-state – mileage	3,000.00
Board in-state – other	500.00
<b>SUBTOTAL</b>	<b>\$ 4,200.00</b>

**Operating Expenses**

Rent	\$ 5,730.36
Printing	1,000.00
Postage	5,000.00
Dues & Subscriptions	100.00
Maintenance	500.00
Insurance	500.00
Security	100.00
Equipment Rental	1,000.00
Bank Charges/Disc Fees	4,000.00
Miscellaneous	200.00
Telephone/Internet	500.00
Board Meeting Expense	1,500.00
Supplies	1,500.00
<b>SUBTOTAL</b>	<b>\$ 21,630.36</b>

**Professional Services**

Audit Services	\$ 1,000.00
Calligrapher	300.00
Department of Justice	1,000.00
Legal Counsel	10,000.00
Computer Consultants	5,000.00
Payroll Services	1,500.00
Accounting	1,800.00
Investigator	2,500.00
<b>SUBTOTAL</b>	<b>\$ 23,100.00</b>

**Equipment**

Replacement costs (computer and/or printer)	1,500.00
<b>SUBTOTAL</b>	<b>\$ 1,500.00</b>

**TOTAL BUDGETED EXPENSES \$ 104,290.45**

**REVENUE OVER EXPENSES (\$14,140.45)**

**TOTAL ASSETS OVER EXPENSES \$110,859.55**

**d. Professional service contracts for fiscal year July 1, 2013 – June 30, 2014**

**Motion** was made by Howard Wetsman, seconded by Beth Fontenot and unanimously carried, to approve a contract with the Department of Justice at a rate of \$125.00 per hour and a maximum contract amount of \$1,000.00.

**Motion** was made by Terry Compton, seconded by Howard Wetsman and unanimously carried, to approve a contract with George Papale at a rate of \$175.00 per hour and a maximum contract amount of \$10,000.00.

**Motion** was made by Terry Compton, seconded by Beth Fontenot and unanimously carried, to approve a contract with Investigations Unlimited at a rate of \$50.00 per hour plus expenses as per the state's travel policy PPM73 and a maximum contract amount of \$2,500.00.

**Motion** was made by Beth Fontenot, seconded by Teena Doxey and unanimously carried, to approve a contract with Susan Sevario, CPA, at a rate of \$150.00 per month and a maximum contract amount of \$1,800.00.

### **BOARD/STAFF ISSUES:**

#### **a. LBEDN Vacancies Update**

Members of the board were advised that Martina Salles has been recommended by the Louisiana Department of Agriculture and Forestry to the governor's office for appointment to the board.

#### **b. Update on Provisional LDN Application**

Paula Weeks revisited this topic to clarify that graduates can apply for provisional licensure before they go to work. Once the individual goes to work, he/she must submit the required supervision form within 15 days from the first date of employment.

#### **c. Response from George Papale Regarding Proposed Rule Changes/Military Applicants/Spouses - Act 276**

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to move forward with the Rule promulgation process.

### **CORRESPONDENCE:**

#### **a. Email from Tiffanie Santeramo regarding a banner on LDA website**

**Motion** was made by Lori Roy, seconded by Teena Doxey and unanimously carried, to decline purchasing a banner on the LDA website.

### **COMPLIANCE HEARING: Irene Zhuk, RD**

Irene Zhuk was required to appear before the board to discuss employment information provided on her application for license. Ms. Zhuk testified that she did not practice dietetics and nutrition after her license lapsed, which was June 30, 2011, until she returned to work on November 19, 2012. Ms. Zhuk advised that she attempted to renew her license online while at work on November 19, 2012, but was unsuccessful. She further advised that she returned to work on November 26, December 3, and December 10. She stated that she stopped practicing after speaking with someone at the board office who told her she could not practice without a license. Ms. Zhuk's employer provided verification of the four days she reported to work.

### **EXECUTIVE SESSION:**

**Motion** was made by Howard Wetsman, seconded by Terry Compton and unanimously carried, to move in to Executive Session at 2:04 p.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting,

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

**Motion** was made by Howard Wetsman, seconded by Terry Compton and unanimously carried, to come out of Executive Session at 2:43 p.m. to make the following motions:

**a. Complaint# 2012-03 Update**

**Motion** was made by Teena Doxey, seconded by Howard Wetsman and unanimously carried, to accept the submitted response and to dismiss the complaint.

**b. Complaint# 2013-02 Update**

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to accept the submitted response and to dismiss the complaint.

**c. New Complaint #2013-03**

**Motion** was made by Howard Wetsman, seconded by Teena Doxey and unanimously carried, to send a letter of cease and desist regarding protected practice and terminology and to request a written response.

**d. Review of Applications**

**Motion** was made by Beth Fontenot, seconded by Terry Compton and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Taylor, Brittney	2450	Duplichain, Tara Lynn	2451
West, Kristin	2452	Entin, Elizabeth K.	2453
Hammer, Stacy E.	2454	Wathen, Elizabeth	2455
Bougrad, Katharina	2456	Gilmore, Linda Anne	2457

**Motion** was made by Terry Compton, seconded by Beth Fontenot and unanimously carried, to **upgrade** the following licenses:

Churchman, Sloan E.      2448

**Motion** was made by Teena Doxey, seconded by Beth Fontenot and unanimously carried, to issue Irene Zhuk licensure as a Licensed Dietitian/Nutritionist conditional of entering a Consent Agreement and Order for practicing without a license with the following terms and conditions: take and pass the Open Book Examination within 90 days and pay the Open Book Exam administrative fee, pay a \$250.00 fine within 90 days, and publishing the order on the board's website, with NPDB-HIPDB, and the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Ethics Committee.

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to adjourn the meeting at 2:46 p.m.

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Paula Weeks, MS, RD, LDN  
Chairperson

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Terry Compton, APRN, RN, MS, CDE  
Secretary-Treasurer